

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Division for Children and Families		9. Position No. K0162723	10. Budget Program Number 23642		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Specialist			
3. Division KC Region			12. Proposed Class Title			
4. Section Program and Service Integration	For Use By	13. Allocation				
5. Unit Adult Protective Services / Social Services		14. Effective Date				
6. Location (address where employee works) City: Kansas City County: Wyandotte		15. By	Approved			
7. (circle appropriate time) Full time x Perm. Inter. Part time Temp. %	Personnel Office	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8 AM/PM To: 5 AM/PM		17. Audit Date: By: Date: By:				
						Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists as part of a service delivery team whose purpose is to provide intake/assessment and care planning services to adults and their families. The goal is to provide timely and accurate assessments and interventions to adults which will ensure their safety, improve their functioning, and preserve their independence to extent possible. This position is located in the Wyandotte County office. The position will have primary responsibility in Wyandotte County and secondary responsibility in Leavenworth County. The position will provide other county coverage as needed in the region.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name:

Title: Social Work Supervisor

Position Number

Vacant KC Supervisor
Interim Chrisy Khatib

K0064238

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Same as above

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>Tasks numbered below will be reviewed by the supervisor through team meetings, staffings, individual conferences, case reading, and feedback from others. Other parties who may also review some of the tasks below include the Chief of E.E.S. and internal and external auditors.</p> <p>Essential tasks numbered below will be accomplished through documentation of face to face contacts, and the production of written records of activities, all within established agency time-frames. Contacts will be with adults, their families, agencies, and other individuals as appropriate. Contacts will occur primarily in the consumer's home, in the office, and other agencies. Completion of these tasks will sometimes demand the ability for the employee to have a flexible schedule.</p> <p>In addition to the tasks below the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activities and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community. This position may be required to provide coverage in other services centers within the region.</p>
1.45%	E	<p><u>Social Work Tasks</u>: Conducts, produces permanent record of and completes some or all of the following social work tasks on current agency forms within established timelines: abuse/neglect/exploitation, investigation and findings, adult case plans, intake information gathering and gathering and occasionally assigning response times on intakes.</p>
2.35%	E	<p><u>Service Coordination</u>: Coordinates with Home Health agencies, Area Agencies on Aging, Nursing Facilities, Independent Living Centers, Courts, Multi-disciplinary teams, mental health/developmental disabled, and other service providers in order to assess the consumer, and to access services and resources for the consumer. When appropriate, makes referrals to and works in conjunction with law enforcement, county attorney, and the court. In cases of guardian/conservator, will coordinate and work with in conjunction with SRS Attorney, Kansas Guardianship Program, family, and other individuals.</p>
3.10%	E	<p><u>Team Participation/Training</u>: Actively participate in, contribute to, and supports the team effort in planning, delivering, and coordinating services. This is accomplished in part by attending unit/team meetings which will occur at least monthly.</p>
4.5%	M	<p>Utilizes formal and informal training opportunities to enhance knowledge of and build skills in the following areas: social work practice, agency policy, and leadership and teamwork.</p>
5.5%	E	<p>Some training opportunities will be mandated trainings.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- (x) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This worker will be in daily contact with: 1) Other agency employees for coordination of and completion of tasks 2) Adults and their families for the purpose of assessing and providing services. This worker will have frequent contact with: 1) Law enforcement, 2) Court officials, 3) Service Providers, 4) CDDO's and CMHC's, 5) Area Agencies on Aging, 6) Independent Living Centers, 7) Nursing Facilities, and 8) members of the general public. The purpose of these contacts will be to assess situations, occasionally provide information, and to coordinate community resources.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be in contact with adults and their families under stress in homes and neighborhoods in which known and unknown physical dangers and unlawful activities may be present. Some contacts may need to take place outside of normal working hours.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Extensive use of transportation in and around the service area to meet with consumers and other agencies of individuals. Extensive use of telephones and personal computers. Occasional use of still and video cameras, audio recorders, copiers, and other general office equipment.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Licensed to practice social work in the State of Kansas at time of hire.

Education or Training - special or professional

Licenses, certificates and registrations

Must have a valid driver's license.

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date